

SC BUDGET & CONTROL BOARD  
GENERAL SERVICES DIVISION

## **FIRE PREVENTION & EMERGENCY ACTION PLAN**

### **SE0003-98B Part II – Team/Facility Specific**

- In Part I, employees learn general information on building evacuation and emergency actions for severe weather, natural disasters, workplace violence, bomb threats, and terrorist activities.
- In Part II, employees are briefed by their Team Leader or designee on emergency situations unique to their location and job duties. Pre-planning and foreknowledge are necessary to making fast decisions and taking quick actions in response to unexpected yet possible events. All employees should receive this information on their first day of hire.

**TRAINING OUTLINE:** For each work site in which the employee has responsibilities, the employee is to know:

1. Name and Street Address of the facility
2. For Fire:
  - a. How to alert the building occupants to evacuate, i.e., the type of emergency alarm notification that is available: fire alarm pulls at exits to activate automatic strobe/horn units, public address system, and/or employee notification and means of mass alerting (such as air horn or whistle)
  - b. Where all of the emergency exits are located and, if more than one floor, where all of the emergency stairways are located
  - c. If required by job function to fight insipient fires, where the different types of portable fire extinguishers are located
  - d. If trained in First Aid, CPR and use of Automatic External Defibrillators (AED), where First Aid kits and AED units are located
  - e. Location of the Assembly Area and to whom to report their presence and any known problems
3. For Severe Weather:
  - a. Where the building's safe areas are located
  - b. What is the mass alerting method (and how is signal different than fire/evacuation or other signals)
4. For Other Emergencies, how to contact the building's overall Emergency Coordinator for appropriate response and mass alerting method (and how is signal different than fire/evacuation or other signals)
5. How to alert the Emergency Management Services (911 for Fire, Police, Ambulance), i.e., authorized to use work cell phone or facility's land lines (dial 9 for outside line)
6. Duties as required by job assignment to assist in evacuation, i.e., Emergency Coordinator, Accountability Monitor, Disabled Persons Monitor, Floor Warden, Building Incident Command, etc.
7. For Facilities Management ONLY: Duties as required by job function for critical building maintenance, i.e., responding to fire alarm, turning off/on utilities, etc.
8. Location of or how to obtain Material Safety Data Sheet information
9. Other instructions for emergency response
10. How to report building maintenance items for repair (FM Work Order Center, 737-3308)